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CALL FOR PROPOSALS FOR GRANT COMPETITION

Tbilisi, Georgia
02.04.2021

INSTRUCTIONS

I. BACKGROUND

The United Nations Development Program Georgia (UNDP) with the financial support of the Swiss Development and Cooperation Agency (SDC) is implementing the project "**Modernization of Vocational Education and Training system (VET) related to agriculture in Georgia (Phase II)**, which aims at creating and developing a modern system of vocational education and extension in agriculture in Georgia.

In order to achieve the mentioned goal, the project envisages capacity building of the vocational education institutions in the field of agriculture, so that they better respond to the **new authorization standards** and general requirements established by the Law of Georgia on Vocational Education. The project has earmarked the **Capacity Development Fund** to support Agricultural VET providers to get aligned to the new national standards, which are focusing on different aspects of institutional development including strategies, management and administration, HR, quality management, in-house teacher development, etc. by developing and implementing innovative ideas and best practices. Based on competitive selection, the UNDP project will allocate small grants ranging from **GEL 20,000 to GEL 70,000** to support capacity development of vocational education institutions in the field of agriculture.

II. PURPOSE OF THE CALL FOR PROPOSALS

The purpose of the Call for Proposals is to support vocational educational, training/retraining institutions and other short-term training provider organizations (NGO's) operating in the field of agriculture, for their capacity building and further development to implement **new authorization standards** through allocation of small grants.

To this end, UNDP project intends to:

- Strengthen public-private partnerships in the delivery of vocational education;
- Support institutional development of vocational educational institutions;
- Strengthen human capital during the provision of vocational education;
- Enhance the capacity of VET institutions in preparation and development of project proposals.

Grant Project Application shall be in line with above-mentioned main directions of the grant competition and should strive to achieve at least one **output listed below** preferably with the focus on agricultural sector:

1. Internal efficiency of the management system (including quality management system (QMS) and operations and administration of resources have been improved.
2. Teachers in-house professional development system has been improved;
3. Vocational education has been promoted;
4. Linkages with labour market has been established, through strengthened cooperation between private sector and vocational education and/or vocational training institutions and by introduction of the supporting tools;
5. Quality and consistency of vocational education, training, and assessment practices of learning outcomes have been improved and developed;
6. Student services and extracurricular activities have been developed;
7. Programs with distance learning component have been developed;
8. All groups, including women and socially vulnerable groups are engaged and strengthened;

9. Lifelong learning opportunities in the agriculture sector has been strengthening;
10. Entrepreneurial and innovative schemes to support the provision of high quality and market-relevant VET programs, including interdisciplinary and WBL programs, production value chains, VET-based agricultural extension models have been introduced;
11. Vocational Educational Institutions have been strengthening and are in line with new authorization standards.

III. WHO CAN APPLY

Vocational educational, training/retraining institutions (LEPL's, N(N)LE's) including other short-term training providers and organizations (N(N)LE's (NGO's) with agriculture development background (including agriculture/food processing fields). All above mentioned institutions must demonstrate proven experience and capabilities in carrying out the formal and/or non-formal vocational education and training in the field of agriculture/food processing.

Organizations should be registered in accordance with the legal requirements of the Government of Georgia, must be able to provide organization's statute and the debt certificate.

Coalitions (partnership) with VET/training providers, NGOs, private sector and government institutions is encouraged.

IV. PROCEDURES OF GRANT PROPOSAL SUBMISSION

Those wishing to participate:

- Must submit filled Grant Project Application form (See Annex 1) in line with the goals and directions determined above and provide as an attachment of the application additional documents indicated in Annex 2.

Please send filled application electronically to the following e-mails: konstantine.kobakhidze@undp.org; mamuka.matiashvili@undp.org in **PDF (signed and stamped) and word formats**.

Deadline for submission of applications for grant project idea is **10 May 2021, 18.00 PM**. The grant project proposals after the deadline will not be admitted and considered. **If additional clarifications required, questions can be sent to the same email address indicated above. Answers to questions will be provided within two working days.**

Note: Consultation meeting with interested applicants on the preparation of the applications for grant project ideas will be held on **13 April 2021**, **at 11:00 via web-based platform due to COVID related restrictions (`Zoom`, meeting details will be provided only to those who confirm their status and interest to the consultation meeting).** As a rare exeption (in case of no access to the interent or any other strong argument), meeting at the project office can also be considered as an additional opportunity (address: 5 Arakishvili str. (dead-end, former `Hotel Victoria`), 1st floor, Tbilisi, Georgia). While, on-line meeting is considered as a recommended means of communication.

Other important considerations:

- Amount allocated for each grant should be not less than GEL 20,000 and more than GEL 70,000.
- Applicants are encouraged to submit proposals with justified and realistic budgets.
- Co-funding and in-house contributions are strongly encouraged, as well as partnership with NGO and private sector representatives.
- Eligible costs include honorarium/salary, workshops and trainings, rental, stationary and office equipment, printing and translation, creation of online tools and resources, and other costs directly related to the grant project proposal. Expenditures such as the infrastructure improvement and

equipment, which are directly related to this assignment, are eligible if they do not exceed **50%** of the budget.

- The project staff salary costs (administrative costs) do not exceed **20%** of the total budget of the grant project.

V. PROJECT IMPLEMENTATION TIMEFRAME

Duration of the grant project submitted within the grant project application shall not exceed 12 months, counted from the date of the contract signature to the date when all relevant activities have been successfully completed.

VI. SELECTION PROCESS

All grant proposals will be reviewed by the Evaluation Committee comprised of the representatives of relevant UNDP representatives. The Evaluation Committee will assess project ideas according to the evaluation criteria provided in Annex 3.

All decisions on the selection of grant proposals will be taken not later than 2 weeks after closing date for applications. An applicant is considered as a winner and will be invited to conclude the relevant agreement within 3 weeks after receiving the notification if:

- an applicant received at least 50% of scores for each selection criteria and 75% or higher of the total scores;
- and applicant's scores are competitive and higher towards other applicants.

Each organization can be granted with only one project grant.

Grant Application will not be further considered and will be disqualified if:

- Applicant presents proposal (duplicate) already financed by the project (for example capacity building in training program development cannot be financed twice for the same organization);
- It is provided by the non-eligible entity;
- It does not comply with priorities, outputs and instructions provided in this announcement;
- It is not consistent with the UNDP VET project document;
- If the proposal includes the expenditures such as the maintenance, utilities, study grants/scholarships, overhead, trainings and similar costs.
- Any of its provisions, activities or envisaged collaboration does not correspond to UNDP Ethics and integrity standards.

VII. IMPORTANT ADDITIONAL INFORMATION

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities (See http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDPAntiFraudPolicyEnglishFINAL june2011.pdf; http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions for full description of the policies).

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all time hold UNDP's interest paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such a conflict exists.

Grant Project Application Form

1. General Information:

Project Title	
Name of Applicant institution/Organization, Registration Date, Identification Data, Address, E-Mail and Web-Page	
Name, Surname of Authorized Representative(s), Identification Data and Contact Information (telephone, e-mail)[1]	
Signature and seal of an authorized representative	
Identification data, address and contact information of partner organization(s)[2]	
Possible duration of the project starts and end dates	
Target area of the project (community, village, city, municipality, region) [3]	
Project target group and number of beneficiaries [4]	
Number of engaged persons[5]	
Amount of money requested within the project proposal by the applicant [6]	
Amount of co-financing by the applicant (if any) [7]	
Full amount (budget) of the project [8]	
Please indicate to which Output(s) of the CFP corresponds initiated project	

[1] Information indicated in this entry will be used to contact applicant during the project proposal consideration process
[2] This entry shall be filled out in case of partner organization/organizations
[3] If there is indication possibility based on the project content
[4] If there is indication possibility based on the project content
[5] Describe how many persons will be engaged in the project implementation, including gender distribution: Man and Woman.
[6] Shall indicate the estimated amount which will be verified in the full project proposal
[7] Shall indicate the estimated amount which will be verified in the full project proposal
[8] This entry shall indicate the amount requested by the applicant for project funding and summed amount of co-financing. If there is no co-financing amount, then the co-finance entry shall indicate zero and the full amount of the project will be identical to the amount requested by the applicant. This amount can be specified in the next full project proposal.

2. **History, capability and previous experience of the Applicant (maximum 300 words):** (Please describe the history of the Applicant, as well as the previous experience (please explain experience working in this field by years and cases) in the relevant field and capability to implement similar projects)

3. **Project Idea and situation analysis (maximum of 250 words):** (The reason why the applicant is interested in this project and what role the project will have in the development of the applicant and its capacity building, what's the connection between the Project and the goals and directions declared in the grant project proposal)**:**

4. **Used Methodology (maximum 100 words):** (What kind of methodology will be used by the applicant and how will they contribute to the achievement of the goals of the call):

5. **Description of the Project:**

5.1. Describe in the narrative form expected outputs and activities that lead to outputs (maximum 100 words).

5.2. Provide the logical frame of the Project in the following form:

Expected outputs	**Indicator**	**Baseline (Value, Year)**	**Targets**
Output 1	1.1/Indicator 1.2/Indicator	Baseline 1.1 Baseline 1.2	Target 1.1 Target 1.2
Output 2	Indicator 2.1 Indicator 2.2	Baseline 2.1 Baseline 2.2	Target 2.1 Target 2.2
etc.			

5.3. Workplan:

	Y.Y.					
Description of Activities	Mar	Apr	May	Jun	Jul	etc.
Output 1						

Activity 1.1						
Activity 1.2, etc.						

6. **Detailed information on project beneficiaries:** project target groups, direct and indirect beneficiaries, age and gender distribution (maximum 100 words).

7. Management Arrangements: (Please describe the management arrangement of the project. Outline roles and responsibilities of partner(s) and respective management staff. Maximum 200 words).

8. Budget

To be filled per template below, including the information on co-financing:

PROJECT BUDGET							
#	**Activities/Sub-activities**	**Unit**	**No. of Units**	**Unit rate**	**Total UNDP Grant**	**Total Co-financing**	**Total Project amount**
	Output 1 (Please indicate the title of the Output)						
1.1	Please indicate the name of each activity						
1.2							
1.3							
1.4							
	Note: Please insert as many rows as needed						
Total for Output 1							
	Output 2 (Please indicate the title of the Activity)						
2.1	Please indicate name of each activity						
2.2							
2.3							
2.4							
	Note: Please insert as many rows as needed						
Total for Output 2							
	Note: Please insert as Outputs as needed						
	Project Management/Administration						
3.1							
3.2							
3.3							
Total for Management/Administration							

Grand Total			

Note: the project staff salary costs (administrative costs) are not exceeding **20%** of the total budget of the grant project application, infrastructure improvement and equipment costs, which are directly related to this assignment, do not exceed **50%** of the total budget.

9. **Describe the roles of partner organization(s) and show the outcomes of their engagement (maximum 50 words):**

10. **Describe activities** raising awareness on grant activities

11. **Risk management** – please describe the specific instruments of risk assessment and management:

Risks Associated with the outputs from the log frame:	Management responses for mitigation of risks	Risk owner
1/ 2/		

12. **Project monitoring and evaluation mechanisms.** Monitoring and **evaluation matrix:**

Expected Outputs	Indicator	Baseline (Value, Year)	Targets	Means of Verification	How often, when	Responsible party

13. **Project sustainability and replication possibility (maximum 50 words):** (Please verify how the project sustainability will be ensured after completion of the project, including during the implementation period. In terms of sustainability please provide the possibility of project reoccurrence and replication in other places)

Additional document to be submitted

1. Partnership Memorandums with partner organization(s);
2. Note from Revenue Service on tax obligations[9];
3. Extract from the public register[10];
4. Account requisites which will be used only for grant project operations.

[9] This is obligatory only for N(N)LE (NGO).
[10] This is obligatory only for N(N)LE (NGO).

Annex 3.

Evaluation Criteria of Grant Project Application and its Scoring

	Selection Criteria	Selection Criteria Description	Score Percentage
1.	**Applicant's Experience**	The applicant organization(s) experience in carrying out the training programs in the field of agriculture and overall organizational development best practices.	Max. 15%
2.	**Project Idea**	The idea of the project has a large impact on institutional/system level. The project idea is in line with the goals of the call.	Max. 20%
3.	**Grant Proposal quality and feasibility**	The project is technically accurate and consistent. The project management has good understanding of project goals, the project implementation plan clearly demonstrates how it will support the achievement of project goals.	Max. 20%
4.	**Sustainability and replication Potential**	The project is sustainable, and its further development and replication is possible	Max. 15%
5.	**Risk Management, monitoring and evaluation mechanisms**	Risk assessment and management tools, also the project monitoring and evaluation mechanisms are well defined and demonstrate realistic capabilities of risk management.	Max. 10%
6.	**Project budget**	The project budget is relevant and in line with requested principles (It is consistent with the UNDP VET project document, does not include costs such as the maintenance, utilities, study grants/scholarships, overhead and etc., the project staff salary costs (administrative costs) are not exceeding **20%** of the total budget of the grant project application, infrastructure improvement and equipment costs, which are directly related to this assignment, do not exceed **50%** of the total budget).	Max. 20%
TOTAL			**Max. 100%**